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| EXEMPT (Y/N): | No | JOB CODE: | CSC |
| DEPARTMENT: | Community Justice | CLASSIFICATION: | 006 |
| SUPERVISOR: | Director, Community Justice | SALARY RANGE: | 22 |
| UNION (Y/N): | Yes | LOCAL: | AFSCME 1442 |

GENERAL STATEMENT OF DUTIES: Perform advanced secretarial/clerical and administrative support to the department, including answering telephone and greeting public, providing requested information, typing, scheduling meetings/appointments, issuing receipts and maintaining records involving the operation of the department. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Type and edit correspondence, memos, reports for department, including presentence investigations. Transmit reports as necessary through State Department of Corrections system.

Receive and record fees for department. Prepare and distribute bills for supervision fees.

Create and maintain offender files. Prepare files; enter data in LEDS and Offender Profile System; log data; process and forward as required. Verify offender information and data as needed.

Schedule DUII evaluations intake appointments and payment plans.

Post court hearings to schedules. Distribute court hearing schedule to other agencies. Collect police reports from District Attorney's Office.

When assigned, maintain accurate time records for department employees, including volunteers and seasonal employees. Prepare necessary payroll records for transmittal to Accounting.

Answer telephones, greet visitors and offenders and direct inquiries to appropriate area. Prepare outgoing mail, deliver mail, claims and receipts to appropriate departments. Pick up mail or other documents to return to department.

Act as notary public as necessary.

Maintain accurate and extensive filing system relating to department activities

Attend monthly Statewide Office Operations Network (SOON) meeting and disseminate information to staff.

Follow all safety rules and procedures established for work areas. Comply with all County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Supervision of employees is not normally a responsibility assigned to this position.

SUPERVISION RECEIVED: Work under the close supervision of the Community Corrections Specialist who assigns and reviews work for conformance with established policies and procedures.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the

knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: High school graduate or equivalent plus additional secretarial training. Two years secretarial experience. Or any satisfactory combination of experience and training which demonstrates the ability to perform the above duties.

SPECIAL LICENSES, CERTIFICATIONS, ETC.: Possession of or the ability to obtain within three months of hire certification on the Law Enforcement Data System. Possession of or the ability to obtain notary public certification within three months of hire.

KNOWLEDGE, SKILL AND ABILITY: Advanced knowledge of office practices and procedures, business English, grammar and spelling, arithmetic, record keeping procedures and bookkeeping principles and practices. Strong familiarity with the use of computers and business software such as word processing and spreadsheets.

Ability to maintain the confidentiality of issues encountered. Ability to maintain effective working relationships with fellow employees, supervisors, other agencies, County officials and the general public.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimal, involving the movement of boxes, files, equipment, etc., seldom exceeding 20 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment. Daily contact with adult offenders. Exposed to hazards and risks which accompany exposure to offenders under supervision.